



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Program Specialist Trainee [Classified Non-Competitive]			Salary P95 \$41,230.15
Posting Number 76-16	Position Number 049177	Number of Positions 1	Posting Period * From: 6/28/2016 To: 7/12/2016
Location: Health & Agriculture Building 369 South Warren Street, Trenton, NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

Under the direction of the Education & Certification Unit Supervisor, this trainee will learn to respond to inquiries of system users/stakeholders in the NJEMS system database in compliance with N.J.A.C 8:40A. Receives training in the oversight of the NJEMS system certification system and database to assist with regulatory compliance of system users. Learns to conduct on-site field evaluations and audits under the supervision of investigators in OEMS in compliance with 8:40, 8:41, 8:40A and 8:41A. Assists in maintaining the Emergency Medical Technician Voucher system database and prepares quarterly financial reports to ensure EMTTF reimbursement to participating agencies and compliance with said law. Assists with the processing of EMT examinations via the NJEMS certification platform system and notifies examinees of results. Assist OEMS in monitoring program metrics, as required. Preference will be given for candidates currently certified as an Emergency Medical Technician.

Upon successful completion of the twelve-month training period, the trainee will be eligible for advancement to Program Specialist 1. The inability of an employee in this title to attain a level of performance warranting advancement to one of the titles listed above shall be considered as cause for separation.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college or university with a Bachelor's Degree.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position,

FILING INSTRUCTIONS

Forward your cover letter, resume and application for employment** to:

**Rosalind Finney, Executive Assistant 2
Health Infrastructure Preparedness/Emerg. Response
Reference Posting #76-16
New Jersey Department of Health
PO Box 360
Trenton, NJ 08625-0360**

You can reply to this posting by emailing your cover letter, resume and application for employment to:

PSTPHILEP@doh.nj.gov

* Resumes received after the closing date MAY be considered if the position is not filled.

** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**